



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Tampa Division

VACANCY ANNOUNCEMENT

TERM JUDICIAL LAW CLERK

\$57,408 - \$96,690 *

Announcement No.: 12-26

Closes: Open until filled

Available: November 5, 2012

Position Overview

The judicial law clerk analyzes pleadings, researches legal issues, drafts proposed orders, manages assigned cases, attends court proceedings, and makes decisional and case management recommendations to the Honorable James D. Whittemore, United States District Judge. The caseload in the jurisdiction is demanding and the types of cases presented are varied, often involving novel issues of statutory and constitutional law.

Minimum Qualification Requirements

- The applicant must have superior academic credentials (Top 15% of class in undergraduate and law school)
- A minimum of two years private practice experience (civil litigation experience preferred) or equivalent previous federal judicial clerkship experience. ***(Applicants who do not meet these minimum requirements will not be considered.)***
- Applicant must possess excellent research, writing, proof reading and communication skills.
- Proficiency in Windows, WordPerfect, and Westlaw required.
- Excellent writing and communication skills, good character, maturity, and self management skills are essential.
- Applicants are subject to a law enforcement background check.

Information for Applicants

Applicants should submit a cover letter, current resume with class ranking, complete law school transcripts, writing sample, and two professional references from prior employers with current knowledge of applicant's professional and personal characteristics to the Honorable James D. Whittemore, U.S. District Judge, 801 N. Florida Avenue, Suite 13B, Tampa, Florida 33602. Selected interviews will be scheduled by the Court upon receipt of resumes. Applicants must be available for in person interviews. Do not call for interviews or to verify receipt of resume. Only original copies of resumes will be accepted. Faxes and/or emails will not be accepted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(See reverse side for employee benefits)

* Starting salary commensurate with work experience and prior pay history.

(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.